

DATE: December 10, 2003

TO: NIH Manual Chapter Listserv

FROM: Manuals (Web)

SUBJECT: New NIH GAMs & Renumbering of 4000 and 5000 Series in the NIH Manual

The Office of Policy for Extramural Research Administration (OPERA), OER, OD, will be issuing new NIH Grants Administration Manuals (GAMs) as part of the NIH Manual System. The NIH GAMs provide guidance on grants management issues to grants and program offices at NIH. The primary purpose of the NIH GAM is to implement DHHS Grants Policy Directives (GPDs).

The NIH GAM is not intended to replace the NIH Manual Chapters on grants policy; however, topics not addressed by current NIH Grants Policy Manual Chapters will be implemented in the NIH GAM. Topics in the GAM are arranged as follows:

- 1) General
- 2) Pre-Award
- 3) Post-Award
- 4) After-The-Grant
- 5) Mandatory Grants

Previously, NIH Grants Manual Chapters have been issued in the 4000 and 5000 series of the NIH Manual. Existing NIH Grants Policy Manual Chapters in the 4000 series will soon be renumbered and re-ordered into the 5000 series. The 4000 series will then be used for NIH Grants Administration Manuals (GAMs).

All chapters issued in the NIH GAM will begin with the number "4." The number "4" is followed by the number of the GPD that is being implemented, e.g., 1.01. The next number reflects the NIH implementation of the GPD and will always begin with the number "2," which has been assigned by DHHS to NIH, and will end with the GPD designation, e.g., 201. Periods will be changed to dashes, as needed, to comply with the current NIH Manual numbering scheme.

NIH Grants Policy Manual Chapters previously issued in the 4000 series will be renumbered to include the number "5" before each existing chapter, e.g., NIH Manual 4101 will become NIH Manual 54101. This initiative is being implemented to prevent overlapping of NIH GAMs and Manual Chapters.

NIH GAMs will be issued according to procedures described in NIH Manual 1710, "NIH Manual System," and numbered as follows:

4101-201/Introduction
4102-202/Definitions
4103-203/Applicability
4104-204/Responsibilities

4201-201/Special Award Cond/Dep. Alert list and Debarment
 4202-202/Determining Appropriate Award Instrument
 4203-203/Information For Potential Applicants
 4204-204A/ Exceptions to Max Competition
 4204-204B/ Peer Review Process
 4204-204C/Notification of Funding
 4204-204D/Project Period
 4301-201/F&A Costs and Other Cost Policies
 4302-202/Matching and Cost Sharing
 4303-203/Program Income
 4304-204/Property
 4305-205/Revision of Budget and Prog. Plan
 4306-206/Reports and Records
 4307-207/Termination and Enforcement
 4401-201/Audit Resolution
 4402-202/Debt Collection and Closeout

Existing on-line NIH Grants Policy Manual Chapters will be renumbered as follows:

Old Number/Chapter Title

4101/New Activity Codes
 4104/Foreign Grants
 4105/Scientific Meetings
 4107/Grants Involving Human Subjects
 4110/Prog. Ann. (PAs) and Req. for apps. (RFAs)
 4120/Grant Appeals
 4201/Release of Grant Info. **(rescinded)**
 4204/Intramural Scientists as PIs
 4205/Role of the PI on Res. Proj., NIH
 4206/Animal Use
 4301-1/Sig. Req. for Grant App. **(rescinded)**
 4303/Res. Fellow. For NIH Empl.
 4304/Rec.Dates for Comp. **(rescinded)**
 4305/Submission of Salary **(rescinded)**
 4306/Institutional Control of Res. App
 4442/SBIR/STTR Fast Track Award
 4444/Evaluation of Grant Progress Rep.
 4502/Notification to Unsuccessful Apps.
 4510/Referral and Initial Rev.
 4511/Project Site Visits
 4512/Summary Statements
 4513/Management and Procedures
 4514/Role of Staff at Peer Rev.
 4515/Guidelines for Dually Ass. Grnts.
 4516/Rev. of NRSA
 4517/Rev. of Program Proj. Grant App.
 4518/Peer Review Appeals
 4519/Scientific, Budg. And Commit.
 4700/Notice of Grant Award
 4705/Scientific Rev. and Eval. Awards

New Number/Chapter Title

54101/New Activity Codes
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 54305/Submission of Salary **(rescinded)**
 54306/Institutional Control of Res. App.
 54442/SBIR/STTR Fast Track Award
 54444/Evaluation of Grant Progress Rep.
 54502/Notification to Unsuccessful Apps.
 54510/Referral and Initial Rev.
 54511/Project Site Visits
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 54518/Peer Review Appeals
 54519/Scientific, Budg. And Commit.
 54700/Notice of Grant Award
 54705/Scientific Rev. and Eval. Awards

4802/Extension of Project Period
 4805/Res. Grants Awarded to Non-Affil.
 4808/Proc. For Congressional Not.
 4809/Dur. Of Rec. Grant Support
 4810/NRSA Awards
 4811/Rel. Funds from Iss. of Aw. **(rescinded)**
 4812/Pol. Gov. RCAs **(rescinded)**
 4815/Impl. Of Coop. Agreements
 5003/Issuance & Rec. of Grant Aw. Oblig.
 5003-1/Obligation of Grants
 5004/Activation or Effective Dates
 5005/Grant Award Adjustments
 5010/Co-funding Assistance Awards
 5201/Change of Grantee Institution
 5205/Succ.in Inter. Name Ch. Agrmnts.
 5602/Manag. And Accountability for Equip.
 5805/Closeout of NIH Grants
 5806/Overdue Rep./Discretionary Grant
 5807/Sub. & Rec. of Rev. Fin. Stat. Rep.
 5808/Est. and Doc. of Files

54802/Extension of Project Period
 54805/Res. Grants Awarded to Non-Affil.
 54808/Proc. For Congressional Not.
 54809/Dur. Of Rec. Grant Support
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 54812/Pol. Gov. RCAs **(rescinded)**
 54815/Impl. Of Coop. Agreements
 55003/Issuance & Rec. of Grant Aw. Oblig.
 55003-1/Obligation of Grants
 55004/Activation or Effective Dates
 55005/Grant Award Adjustments
 55010/Co-funding Assistance Awards
 55201/Change of Grantee Institution
 55205/Succ.in Inter. Name Ch. Agrmnts.
 55602/Manag. And Accountability for Equip.
 55805/Closeout of NIH Grants
 55806/ Overdue Rep./Discretionary Grant
 55807/Sub. & Rec. of Rev. Fin. Stat. Rep.
 55808/ Est. and Doc. of Files

The new grants numbering series will be as follows and will remain available on-line for NIH access only:

4000 series – NIH GAMs
 5000 series – NIH Grants Policy Manual Chapters

The Office of Management Assessment (OMA), Office of Management, will be making these numbering changes in early 2004 and will include appropriate redirect pages for user convenience.

Please change bookmarks and links as appropriate. Please share this information with others who have interest in these chapters.

If you have any questions on this information, please contact Jan Heffernan, 435-0940, or Michelle Bulls, 435-0934.

cc: OEP
 GMAC
 Vision Committee
 GGC